

# "Colombo-2024-004RA2" Vacancy Details

## About

**Announcement Number:** Colombo-2024-004RA2

**Hiring Agency:** Embassy Colombo

**Position Title:** Assistant CLO Coordinator - U. S. Citizen Eligible Family Members (USEFMs)- All Agencies

**Open Period:** 07/09/2024 - 07/23/2024  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** FP - 6085 6




**Salary:** USD \$47,419 - USD \$69,636 /Per Year

**Work Schedule:** Multiple - Full Time/Part Time - The position will be available in Summer 2024

**Promotion Potential:** FP-6

**Duty Location(s):** 1 Vacancy in  
Colombo, CE

**Telework Eligible:** No

**For More Info:**  HR Section  
 000-000-0000  
 ColomboHR@state.gov

## Overview

**Hiring Path:** • Custom Announcement (not open to the public)

**Who May Apply/Clarification From the Agency:** U.S. Citizen Eligible Family Members (USEFMs) - All Agencies - For USEFM grade is FP-06. Actual FP salary determined by Washington D.C. Top Secret Clearance

**Security Clearance Required:** Temporary

**Appointment Type:** Definite Not to Exceed 5 years

**Appointment Type Details:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

**Marketing Statement:** The U.S. Mission in Colombo, Sri Lanka is seeking eligible and qualified applicants for the position of Assistant CLO in the CLO section.

**Summary:**

The work schedule for this position is: Full-Time or Part-Time, with schedule to be determined at the time of hiring.

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** **No**  
Not Required

**Travel Required:**

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## Duties

The Assistant Community Liaison Office Coordinator (Assistant CLO, A/CLO) supports the CLO Coordinator in fulfilling all Eight Areas of CLO Responsibility (family member employment; crisis management and security; education; communications and outreach; guidance and referral; welcoming, orientation, and departures; community liaison; and events planning), and in developing and managing post programs to enhance community morale. The Assistant CLO works with the CLO to identify needs within the diverse post community and responds with effective programming, information and resources, and referrals. The incumbent works under the supervision of the CLO Coordinator and is expected to interact independently with CLO clients to develop CLO materials and programs, to formulate advocacy plans, and to generate ideas for community events. In the absence of a CLO Coordinator, the Assistant CLO will serve as back-up to fulfill all responsibilities.

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## Qualifications and Evaluations

**Requirements:** EXPERIENCE: Minimum three years of professional experience, including but not limited to administration, office management, customer service, program management, or public policy is required.

**Education Requirements:** Completion of at least two years of college or university studies is required.

**Evaluations:** LANGUAGE: Level 3 - Good working knowledge; speaking, reading & writing

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Qualifications:** All applicants under consideration will be required to pass security certifications.

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## Benefits and Other Info

### Benefits:

**Agency Benefits:** For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

**Other Information:** HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

### HIRING PREFERENCE ORDER:

1. AEFM / USEFM who is a preference-eligible U.S. Veteran\*
2. AEFM / USEFM
3. FS on LWOP and CS with reemployment rights \*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following [link](#).

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## How to Apply

**How to Apply:** All candidates must be able to obtain and hold a Top-Secret clearance.

To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site.

**Required Documents:** To qualify based on education, you MUST submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

### Eligible Family Member Applicants:

- Copy of Sponsor's Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

**Next Steps:** For further information - the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office.

Thank you for your application and your interest in working at the U.S. Mission in Colombo, Sri Lanka

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